

JUSTIFICATION FOR A CIA RECORD CENTER AND ARCHIVES

1. RECOMMENDATION FOR ESTABLISHMENT OF FEDERAL RECORDS CENTERS.

The Task Force Report on Records Management prepared for the Commission on Organization of the Executive Branch of the Government (The Hoover Commission) recommended that a central government agency establish and operate records centers for the storage, servicing, security, and screening of all Federal records which must be preserved for a time but need not be retained in office equipment and space.

2. AUTHORIZATION FOR ESTABLISHMENT OF FEDERAL RECORDS CENTERS.

In recognition of the merits of this recommendation, the Federal Records Act of 1950 authorized the Administrator of General Services Administration to establish, maintain and operate records centers for the storage, processing and servicing of records for the Federal agencies.

3. ESTABLISHMENT OF FEDERAL RECORDS CENTERS.

As of this writing the GSA has established six (6) records centers throughout the United States. They are located in areas of greatest concentration of Federal records, the one in this area being located in Alexandria, Virginia.

4. AUTHORIZATION FOR A CIA RECORDS CENTER

The regulation of the General Services Administration, Title Three Federal Records, specifies that the establishment of agency records centers be approved by the Administrator of GSA.

Such approval was granted in the case of Atomic Energy Commission which has established centers at Los Alamos, New Mexico and Hansford, Washington. In addition, informal discussions with officials of GSA indicates that approval of the establishment of a CIA Records center will be granted.

5. ESTIMATED SAVINGS IN SPACE AND EQUIPMENT.

Federal Records Center, Alexandria, Virginia.

Received 217,000 cubic feet of records from office space

(Average annual rental \$2.29 per cu. ft.)..... \$ 496,930

Received 136,000 cubic feet of records from storage space

(Average annual rental \$1.25 per cu. ft.)..... 170,000

Eliminated 37,000 cubic feet of records from those received

(Average annual cost \$.98 per cu. ft.)..... 36,260

Emptied 12,500 filing cabinets

(Replacement cost \$50.00 each)..... 625,000

Total Gross Savings..... 1,328,190

Less cost of operations, FRC Alexandria

(Including equipment amortized).....\$442,000

Total Net Savings..... \$ 886,190

For 18 month period.

6. ESTIMATED VOLUME OF RECORDS TO BE MAINTAINED IN CIA RECORDS CENTER.

The ten years following acquisition of a building to house the CIA Records Center would constitute a leveling off period. During this period holdings of the Center would gradually increase until (at the end of 10 years) the yearly destruction would approximately equal the annual accessions, at this time the estimated volume of records in the Center would be 145,271 cubic feet. Factors involved in this estimate are:

- a. Initial removal of ^{30%} ~~50%~~ of present CIA records from operating offices to the Center. (Based on estimate of Hoover Commission.)
- b. Accessions by the Center of 90% of the annual accretions, the remaining 10% held as expansion in the operating offices. *Restate*
(Annual accretions based on volume of records accumulated in past 6 years.)
- c. The expanding operations of the Agency, and resultant annual increase in records accumulations, would approximately offset the destruction of records in the first 10 years. (Based on *30 years* constantly increasing purchases of filing equipment by the Agency.)

In addition to the 145,271 cubic feet of records in the Center at the end of the 10 year leveling off period there will be an annual growth of 1,797 cubic feet each year thereafter. (This figure is based on the assumption the 15% of the annual accretions are of continuing value and cannot be destroyed.) In ten years this annual growth will amount to 17,970 cubic feet or a total of 163,241 cubic feet for the twenty year period.

7. POTENTIAL SAVINGS OF A CIA RECORDS CENTER.

	<u>Initial</u>	<u>10 Years</u>	<u>20 Years</u>
Accumulation of records with a disposition program (Cubic feet)			
a. Without a Records Center - Office ^{occupancy} space & equipment	74,883	194,694	224,644
b. With a Records Center - Office ^{occupancy} space and equipment	37,442	49,422	61,402
Records Center space and equipment	37,442	145,272	163,242
Space and Maintenance Costs			
a. Without a Records Center - Office space	\$172,230	3,237,880	8,094,620
b. With a Records Center - Office space	86,115	1,012,675	2,300,850
- Records Center space	89,782	89,782	89,782
Equipment Costs			
a. Without a Records Center - Office ^{Facility} equipment	\$2,296,661	5,971,264	6,989,831
b. With a Records Center - Office ^{Facility} equipment	1,148,330	1,515,772	1,883,319
- Records Center equipment	2,995	3,953	4,912
Savings on Space, Maintenance and Equipment			
a. Space and maintenance	-\$3,667	2,135,423	5,703,988
b. Equipment	1,145,336	4,451,539	5,001,600

Above estimates are cumulative and are based on the following factors:

- (1) Annual records accretions (16% of past 6 years accumulations). 11,981 cu. ft.
- (2) Annual expansion in operating offices (10% of annual accretions). 1,198 cu. ft.
- (3) Annual accretions of records of continuing value (15% of annual accretions). 1,797 cu. ft.
- (4) Annual volume of records to be destroyed (75% of annual accretions after leveling off period). 8,986 cu. ft.
- (5) Cost of office space and maintenance (GSA estimate).\$ 2.30 per cu. ft.
- (6) Cost of Records Center space and maintenance (GSA estimate).\$.55 per cu. ft.
- (7) Cost of office filing equipment (based on past cost figures obtained from Procurement and Supply Office).\$30.67 per cu. ft.
- (8) Cost of Records Center equipment (GSA estimate).\$.08 per cu. ft.
- (9) Ten year leveling off period for building construction, preparation of schedules, and ageing of records during which most accretions will accumulate and following which all but

- (10.) Space of entire Records Center is included in all computations although it will not reach capacity for an estimated 20 years.
- (11.) Volume of records presently in CIA based on capacity of filing equipment currently in use - headquarters and field.
- (12.) Initial volume of records retirable to Records Center based on Hoover Commission Report which states that 50% of initial holdings can be removed from operating offices.
- (13.) For these computations it was assumed that all inactive records were transferred to the Records Center in the first year. Actually this will take several years and will result in a lesser savings in the first 10 years than indicated above.

8. SQUARE FEET OF SPACE REQUIRED TO HOUSE CIA RECORD CENTER ACTIVITY FOR 20 YEAR PERIOD.

Twenty year accumulation of records	52,360
Office space	400
Staging area	400
Processing area	400
Reading or searching rooms	600
Microfilming activity	200
Stock of publications	<u>5,000</u>
Total square feet of floor space required	59,360